



**CITY OF LOWELL, MA ~ ANNUAL ACTION PLAN  
FISCAL YEAR 2011-2012  
GRANT APPLICATION FORMS & GUIDELINES  
HOPWA  
NOVEMBER 2010**



## **REQUEST FOR PROPOSALS (RFP)**

### **SUBMISSION REQUIREMENTS**

ALL PROPOSALS MUST BE CONSISTENT WITH AND ADDRESS THE  
CONSOLIDATED PLAN OBJECTIVES OUTLINED IN THIS HANDBOOK

### **ESTIMATED FEDERAL FUNDS AVAILABLE**

Federal Entitlement Grant	\$700,000
Multi-Year Commitments	(\$652,674)
Program Administration	(\$21,000)
<b>Total Available</b>	<b>\$26,326</b>

**DEADLINE:**

**HOPWA Proposals will be reviewed on a rolling basis.  
Funds available under this RFP will be available as of July 1, 2011.**

**WHERE:**

Attn: Emily Currier, Division of Planning and Development  
JFK Civic Center, Second Floor, 50 Arcand Drive  
Lowell, MA 01852

**NUMBER OF COPIES:**

One (1) signed original and three (3) copies of each Proposal is required and may be sent by mail or hand-delivered. Please note: Electronic submittals will not be accepted.

**ALL APPLICANTS MUST COMPLETE A SEPARATE  
PROPOSAL FOR EACH PROJECT/PROGRAM SUBMITTED**

**PROPOSAL CONTENTS/FORMAT:**

- \* HOPWA Grant Application
- \* One (1) copy: 501(c)(3) Letter of Tax Determination Status from the IRS
- \* One (1) copy: Agency's most recent financial audit
- \* One (1) copy: Agency's most recent approved indirect cost allocation plan (For agencies without an approved plan, please submit a short paragraph describing the types of source documentation you will use to support your use of administrative funds)
- \* **Limit application to 4 pages.**

**FOR FURTHER INFORMATION OR QUESTIONS PLEASE CONTACT:**

Allison Lamey, Senior Community Development Planner  
Or Emily Currier, Community Development Assistant  
Division of Planning and Development  
JFK Civic Center, 50 Arcand Drive, Lowell, MA 01852  
Phone: (978) 446-7200, Fax: (978) 446-7014  
[alamey@lowellma.gov](mailto:alamey@lowellma.gov) or [ecurrier@lowellma.gov](mailto:ecurrier@lowellma.gov)

## **TABLE OF CONTENTS**

---

<b>1.0 INTRODUCTION</b>	<b>3</b>
<b>2.0 ELIGIBLE ACTIVITIES</b>	<b>4</b>
2.1 Grant Programs	
2.2 Consolidated Plan Goals and Objectives	
<b>3.0 APPLICATION PROCESS</b>	<b>6</b>
3.1 Application Instructions	
3.2 Proposal Requirements	
3.3 Submission Instructions	
<b>4.0 EVALUATION OF PROPOSALS</b>	<b>8</b>
4.1 Proposal Selection and Contract Award Process	
4.2 Evaluation Criteria	
4.3 Performance and Outcome Measurements	
4.4 Nationally Reportable Accomplishments	
<b>APPLICATION</b>	<b>13</b>

## 1.0: INTRODUCTION

The City of Lowell is in the process of developing its Annual Action Plan for fiscal year 2011-2012. In accordance with the requirements of the U.S. Department of Housing and Urban Development (HUD), the plan will incorporate the statutory requirements for the Housing Opportunities for Persons with AIDS (HOPWA) Program. This handbook is designed to provide guidance to applicants who wish to submit proposals for funding under this program.

### SCHEDULE FOR DEVELOPMENT OF ANNUAL ACTION PLAN

WHAT	WHEN	WHERE	PURPOSE
Request for Proposals (RFP) Released	Monday, Nov. 15, 2010	Division of Planning and Development (DPD)	Availability of RFP - applications for FY 10-11 HUD Annual Action Plan
PUBLIC HEARING #1	Thursday, December 2, 2010 at 6:00 PM	Lowell Senior Center	Provide technical assistance on submission of RFP, review performance of current year projects, and obtain input on housing and community development needs.
DEADLINE FOR PROPOSALS	Friday, Dec. 17, 2010 at 12:00 PM, Noon	DPD	Deadline for RFP submissions
Draft Annual Action Plan Released  *30 day citizen comment period begins	Monday, March 15, 2010 at 12:00 PM, Noon	DPD, City Clerks Office, Pollard Memorial Library, <a href="http://www.lowellma.gov">www.lowellma.gov</a>	The Draft Annual Action Plan and a tentative list of acceptable proposals will be available at the locations listed. Citizens may submit written comments to be included in the final plan.
City Council Meeting	April - May	City Council Chambers, Lowell City Hall	The final Annual Action Plan will be presented to the City Council for their approval before the plan is sent to HUD. The public may register with the City Clerk to speak on the Final Plan.
Award letters mailed	Mid-May	DPD	Award letters will be mailed to all applicants accepted for funding.
Funding authorized by HUD	July 1, 2009	HUD	HUD will review final plan and comments. Funding will be authorized upon HUD's acceptance.

**Note: Change in HOPWA Award Process:** During the development of the 2010-2015 Consolidated Plan the City offered HOPWA applicants the opportunity to apply for a five-year term award. The intent of this change was to provide some consistency to project sponsors in designing their programs and planning project budgets. This change also helps reduce the paperwork associated with annual applications and grant agreements. During the development of the City's 2010-2011 Annual Action Plan, the City drafted grant agreements for 10 different programs using this approach. Each of these agreements is eligible for renewal each year over the course of the next five years, subject to availability of funds and compliance with reporting requirements. Annual HOPWA appropriation to a selected activity will be adjusted to correspond with the City's annual allocation from HUD. For example, if the City's HOPWA entitlement decreases by 2% in year three of a five-year award, the activity funding will likely decrease by 2%.

**HOPWA Innovation Funds:** In order to provide room for flexibility and encourage new, innovative projects, the City will hold some funds aside to award to a new program that may not have historically received Lowell HOPWA funds or to support a strong need demonstrated during the program year. Proposals for these funds can be completed using the application form enclosed and will be reviewed on a rolling basis beginning January 24, 2011. **Anyone with questions about these changes may contact Allison Lamey at 978-446-7200 or [alamey@lowellma.gov](mailto:alamey@lowellma.gov)**

## 2.0 ELIGIBLE ACTIVITIES

### 2.1 Grant Program Description

The City of Lowell's Division of Planning and Development is requesting proposals for Program Year 2011-2012 for funding from the Housing Opportunities for Persons with AIDS (HOPWA) Program.

*\* Important notice regarding new mandatory federal reporting requirements:* The Federal Funding Accountability and Transparency Act of 2006 requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the Central Contractor Registration. To find information on how to obtain a DUNS number and register in CCR please visit the following websites: [http://www.grants.gov/applicants/request\\_duns\\_number.jsp](http://www.grants.gov/applicants/request_duns_number.jsp) and [www.ccr.gov/startregistration.aspx](http://www.ccr.gov/startregistration.aspx). Completing these registration processes is free, but may take up to 10 days to complete. A DUNS number and confirmation that your agency is active in CCR is required as part of this year's application. No awards will be made without this information.

- **Housing Opportunities for Persons with AIDS (HOPWA):** The HOPWA Program provides grants for activities providing eligible housing and related supportive services to low- to moderate-income persons with HIV/AIDS and their families.

Organizations interested in applying for participation as Project Sponsors under the HOPWA program must document their conformity with certain eligibility requirements. Organizations must be tax exempt under section 501 (c)(3) of the 1954 Internal Revenue Service Code and meet the statutory definition of a non-profit organization. Eligible organizations must have, among its purpose, significant activities related to providing services or housing to persons with acquired immunodeficiency syndrome (AIDS) or related diseases. HUD interprets the use of "related diseases" in this definition to include HIV infection. Additionally, the organizations must meet all applicable federal, state, and local statutory requirements including but not limited to those set forth in Code of Federal Regulations 24 (CFR), Parts 50 and 574, as well as applicable administrative and accounting standards as set forth in Office of Management and Budget (OMB) Circulars, including A-87, A-102, A-110, A-122, and A-133.

### 2.2 Consolidated Plan Goals and Objectives

The table below outlines the priority need categories that HUD has found to be eligible to be supported with Consolidated Plan program funds. Below each goal, high and medium priority objectives are also listed. Relative priorities were established through the development process of the City's 2010-2015 Strategic Plan. A core component of the public outreach in preparing for this plan was to prioritize among the lengthy list of real needs given the limited amount of funding available through the Consolidated Plan programs. Proposed programs must address at least one of these objectives.

## **LOWELL CONSOLIDATED PLAN GOALS & OBJECTIVES**

### **GOAL A: HOMELESS/HIV/AIDS**

#### **Objectives**

1. Increase the number of homeless persons moving into permanent housing
2. End chronic homelessness
3. Provide housing and supportive services for persons with HIV/AIDS and their families

### **GOAL B: NONHOMELESS SPECIAL NEEDS**

#### **Objectives:**

1. Increase range of housing options and related services for persons with special needs

### **GOAL C: RENTAL HOUSING**

#### **Objectives:**

1. Increase the supply of affordable rental housing (particularly for households earning 50% of AMI or less)
2. Improve the quality of affordable rental housing
3. Improve access to affordable rental housing
4. Improve access to affordable rental housing for minorities

## **AHC updated needs assessment.**

In June 2007, AIDS Housing Corporation completed the Middlesex County Follow-up Report to the 2005 AIDS Housing Needs Assessment. Four specific recommendations were made in the document which will be used, in addition to the goals and objectives listed above, to prioritize funding for the 2011-2012 program year:

1. Use HOPWA monies to serve those hardest to house
2. Provide funding for TBRA within the Greater Lowell area
3. Provide funding for Housing Information Service activities in the Greater Lowell area
4. Prioritize funding for services that receive little or no funding outside of HOPWA

Copies of the complete report are available through the City of Lowell.

### 3.0 APPLICATION PROCESS

---

#### **3.1 Application Instructions**

Please supply the following information on the attached application:

Note: When completing the application electronically, use the <Tab> key, rather than the <Enter/Return> key to navigate among the shaded fields on the fillable form.

#### **A. Contact Information:**

Provide the requested contact and mailing information for the proposed project.

#### **B. General Description:**

1. Project Description: Provide a brief description of how the funds will be spent and the community needs addressed by the proposed activity. Responses to this question will be used in the City's Annual Action Plan. Please limit your response to no more than 2 sentences. Additional space is available in the Project Narrative and Performance Measurement section for a more detailed response.

2. Consolidated Plan Goals and Objectives: Identify the priority need and objectives, from the table in Section 2.2 that best match the proposed project.

3. Geographic Distribution of Activities: Will the proposed project benefit Middlesex County residents?

#### **C. Attachments:**

a. Project Narrative: Use the space provided to describe the proposed project. Include how the activity addresses the comparative criteria identified in Section 4.2 in your discussion. Please include discussion on how the proposed activity addresses the needs identified in the 2005 Middlesex County AIDS Housing Needs Assessment including those identified in the 2007 update (see previous page)

**Note:** Many Review Committee members are new this year. A full narrative is required, even if the proposed project has received funding in prior years.

b. Budget Description: Select the appropriate budget line items for the proposed project and complete the form. Space is provided to include both HOPWA funds as well as other funding sources. For agencies expecting additional sources of funds, space is provided to identify the source type and whether these funds are committed or pending. Please note: grant recipients and the City will create a more detailed budget upon notification of the project's acceptance.

c. Measuring Accomplishments Table: Applicants should identify and describe the most significant outcome(s) the proposed project is expected to accomplish in fiscal year 2008-09 by completing the attached chart. A more thorough description of this measurement system as well as a completed example is provided in 4.3 for your convenience.

### **3.2 Proposal Submission Requirements**

To be considered eligible for funding, the following items must be submitted to the Division of Planning and Development:

- **HOPWA Grant Application form (*attached*)**
- One (1) signed original *and* three (3) copies
- One (1) copy of the applicant's 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy of agency's most recent approved indirect cost allocation plan (For agencies without an approved plan, please submit a short description of the types of source documentation you will use to support use of administrative funds.)

### **3.3 Submission Instructions**

HOPWA applications will be reviewed on a rolling basis.

One (1) signed original and three (3) unbound copies of each Proposal are required. (For an electronic copy, contact Emily Currier at 978-446-7200 or at [ecurrier@lowellma.gov](mailto:ecurrier@lowellma.gov) )

Complete applications must be received (via mail or hand-delivered) and time-stamped at the DPD reception desk. Please note, electronic submittals will not be accepted.

**Complete proposals should be addressed to:**

**Attn: Emily Currier  
Division of Planning and Development  
JFK Civic Center, 50 Arcand Drive  
Lowell, MA 01852**

Any questions concerning proposal requirements, corrections, modifications or withdrawal can be directed to Division of Planning and Development, at 978-446-7200. The DPD Community Development staff will provide technical assistance to all applicants upon request.

### **3.4 Timeline**

Each grant award is subject to the execution of a final grant agreement between the City and the applicant. No expenditure of funds can be incurred until an agreement has been fully executed and the City has issued an approved purchase order.

Current funds advertised in this RFP will be available beginning July 1, 2011.

## 4.0 EVALUATION OF PROPOSALS

### 4.2 Evaluation Criteria

DPD Staff and the Citizen Advisory Committee will use the following criteria to evaluate proposals and make recommendations to the City Manager and City Council. In order to be considered for funding, a proposed activity must meet the minimum criteria identified below.

#### **MINIMUM THRESHOLD CRITERIA**

- 1) Proposed project is eligible for funding according to HUD's regulations and meets at least one of HUD's National Objectives.
- 2) Proposed activity addresses at least one goal of the City of Lowell Consolidated Plan (See Sect. 2.2)
- 3) Application, including Budget Description, is complete

Comparative criteria, presented in the following chart, will be used to evaluate those proposals that meet the minimum criteria. Due to the limited funds available, the CAC will place heavy weight on the duplication of services in this year's review process. In particular, the review committee will consider how effective the proposed activity will be to address the priority needs identified in the 5-Year Plan, and how well the organization is equipped to deliver the proposed services. Applicants will have an opportunity to explain how the proposed project meets these criteria in the Project Narrative section of the attached application.

#### **COMPARATIVE CRITERIA**

	<i>Highly Advantageous</i>	<i>Advantageous</i>	<i>Not Advantageous</i>	<i>Unacceptable</i>
<b>1. Encouraging Partnerships</b>	Applicant and/or proposed activity will encourage <b>new</b> partnerships as a result of the project.	Applicant and/or proposed activity will utilize existing partnerships to complete the activity.	Applicant and/or proposed activity will not encourage partnerships.	N/A
<b>2. Community Need</b>	Applicant can demonstrate a quantifiable and tangible need for the proposed service/activity.	Applicant can demonstrate a tangible need for the proposed service/activity.	It is not clear from the application if the proposed service/activity will address a tangible need in the community.	The proposed service/activity will not address a tangible need in the community.
<b>3. Organization's Capacity to Perform the service(s)/activities</b>	Applicant has had experience performing the proposed services.	N/A	Applicant has not provided information regarding its experience with services similar to the proposed project services.	Applicant has little or no experience with similar service provision as what was proposed.
<b>4. Measurable Accomplishments</b> (Refer to Sect. 4.3 for more information)	Applicant has identified outcomes that can be measured.	N/A	Applicant has identified accomplishments only as outputs.	Applicant has provided no information for measuring project accomplishments.
<b>5. Organization's Resources</b> (Include volunteers)	Organization can demonstrate staff and/or resource levels capable of successfully completing the proposed project.	N/A	It is unclear from the application, if the Applicant has the staff and resources capable of successfully completing the proposed project.	From the application, it is clear that the Applicant is not capable of successfully completing the proposed project.

<b>6. Additional Funding Sources</b>	Applicant has demonstrated the capability of leveraging funds to cover 50% or more of the proposed project costs.	Applicant has demonstrated the capability of leveraging funds to cover some of the proposed project costs.	Applicant is unable to leverage additional funds for the proposed project.	N/A
<b>7. Cost Benefit</b> (A comparison between the cost of the proposed project to its proposed outcome and output accomplishments.)	Proposed project yields a low cost-benefit ratio.	N/A	Proposed project yields a high cost-benefit ratio.	N/A
<b>8. Organization's Past Performance.</b> (Evaluation will be based on the Organization's history of accomplishments and compliance with accounting, timeliness, project monitoring, record-keeping, and other program requirements)	Applicant has an excellent history of exceeding accomplishment goals and has demonstrated full compliance with all program requirements on past projects.	Applicant has a history of meeting accomplishment goals and has demonstrated full compliance with all program requirements on past projects.	Applicant has not met accomplishment goals or has had minor problems complying with program requirements on past projects.	Applicant has failed to complete past projects or has had major problems complying with program requirements on past projects.

### **4.3 Performance and Outcome Measurement**

The U.S. Department of Housing and Urban Development (HUD) is now requiring recipients of federal funds to assess the productivity and impact of their programs. In response, the City of Lowell DPD has implemented a Performance and Outcome Measurement System. The System will help to quantify the effectiveness of programs and establish clearly defined outcomes.

Per HUD's requirements, all proposals must demonstrate how they would perform using this system should they receive funding.

Please note the following definitions specific to this system as you prepare your application and the chart in the Application Form.

#### **Definitions:**

Inputs – Resources dedicated to or consumed by the program such as money, staff, equipment, and supplies.

Major Activities – Identify the major activities to be conducted by this project (e.g. client outreach/assessment, job training, affordable child care, information/referral, counseling/case-management, etc...)

Outcomes – Benefits to participants during or after participating in the program (program results). The outcome should answer the questions: What will be the benefits for the client? And/or why is this project being done? Outcomes typically relate to a change in conditions, status, attitudes, knowledge, or behavior. Examples of outcomes include number of families receiving free or subsidized child care as a result of a project to increase awareness of available programs, number of additional persons with disabilities using a facility as a result of the removal of architectural barriers, number of students achieving a higher grade due to a tutorial program, etc. *(Note: Applicants should only include the major project outcomes supported by the requested program funds.)*

Outcome Measurement – Methods of measuring outcomes. Identify plans to follow-up/track projects and evaluate a project's impact on participants to ensure that outcomes are met.

Outputs – Quantifiable products of the project. The direct products of program activities, e.g. number of clients who will be assisted, number of clients who will receive a referral and be helped, number of persons trained, number of children in the program, etc. Outputs may indicate that the project or program is completed but do not indicate whether the project or program will result in the intended impacts (outcomes). In the examples above outputs might be families participating in the project to increase awareness of child care programs, number of architectural barriers removed, or the number of students participating in the tutorial program.

#### **4.4: Nationally Reportable Accomplishment Tables**

In an attempt to collect data from all program activities in a format that can be aggregated nationally, HUD has established specific output and outcome measurement categories. All projects that receive funding through the HOPWA program will be required to report on their accomplishments using one or more of the national categories noted. When completing an RFP, please include the specific proposed outputs of the project in Table C2.

Table C3 is a matrix that lists the three national objectives that HUD has established for the CDBG, HOME, ESG programs and the three national outcomes that are used to identify success in meeting the objectives. In order to be eligible for funding, each proposed project must identify one objective and one outcome by checking the appropriate box in the matrix. For many projects multiple national outcomes may be addressed, but only the MOST appropriate should be noted. A listing of selected project types for each category follows below.

#### **National Objectives:**

Create Suitable Living Environments:

- Projects which construct or improve public facilities, infrastructure, or neighborhood amenities
- Projects which provide direct services to youth, elderly, or special needs populations other than housing or employment/job training

Provide Decent Affordable Housing:

- Projects which build, finance, renovate, or rehabilitate housing
- Projects which provide education or financial assistance to homebuyers
- Projects which provide housing-related services

Create Economic Opportunities:

- Projects which create jobs
- Projects which provide employment or microenterprise training
- Projects involving commercial revitalization

#### **National Outcomes:**

Availability/Accessibility

- Projects which provide new or greatly improved infrastructure, facilities or amenities
- Projects which provide increase access to services
- Projects which provide new housing units
- Projects which create new jobs
- Projects which increase access to employment or education

Affordability

- Projects which reduce the cost of housing
- Projects which reduce the cost of services
- Projects which reduce the cost of infrastructure or public facilities for users

Sustainability

(Refers only to activities targeted toward supporting a specific neighborhood or geographic area)

- Projects which enable people to retain housing
- Projects which retain jobs
- Projects which improve self-sufficiency, life skills, or quality of life for youth, elderly, or special needs populations
- Projects which restore historic buildings

## Measuring Accomplishments Table Example

NEED STATEMENT Description of Need to be Addressed	GOAL Proposed goals to reduce extent of problems or needs	INPUTS Resources to be dedicated or utilized to meet proposed goals	ACTIVITIES What the program does with the input to fulfill its mission	OUTPUTS Direct products of program activities	OUTCOMES ST (Short Term) LT (Long Term) Benefits that result from the program
<b>EXAMPLE:</b> About 50 elementary students (20%) are considered at risk because of low grades, lack of participation in school activities and disciplinary problems (e.g. absences and tardiness, disruptive behavior). Many exhibit low self-esteem, limited social skill, and poor study habits. Many come from dysfunctional families, have immigrant parents who do not understand or speak English well and are often left unsupervised in their homes. These children could be tempted to experiment with drugs and alcohol. Most have no money to afford tutors or after school activities.	<i>Improve the grades, self-esteem, study habits and social skills and discipline of at risk students from low to moderate-income households.</i>	Staff Director Staff: one volunteer tutor per 2 students Staff: one volunteer teacher or resource person per 5 students Public Facilities: one meeting room PF: Kitchen PE: Gym C: cooking utensils and supplies, board games, sports equipment and arts and crafts materials	<i>The program consists of one-hour tutorial and one-hour enrichment program offered MWF btw. 3 and 5 PM. The tutorial component focuses on completion of homework assignments and preparation for quizzes or tests. The enrichment component gives students the choice of participating in sports activities in the gym, board game, cooking, or arts and crafts.</i>	20 students from low-mod households assisted with homework and other school work 20 students from low-mod households participating in enrichment programs	1. Increased no. of homework completed and submitted on time (ST) 2. Improved attendance and tardiness (ST) 3. Increased class participation (ST) 4. Improved grade point averages (LT) 5. Improved study habits (LT) 6. Improved discipline and social skills (LT) 7. Enhanced self-esteem and trusting relationship with adults (LT)

**Table C2: Nationally Reportable Outputs**

1) Housing Units Constructed:		5) Persons Served:	20	8) Parks Rehabilitated:	
2) Housing Units Inspected:		6) Jobs Created:		9) Trees Planted:	
3) Housing Units Rehabilitated or Deleaded:		7) Businesses Assisted:		10) Parking Spaces Constructed:	
4) Households Assisted:					

**Table C3: Nationally Reportable Outcomes**

	Availability/ Accessibility	Affordability	Sustainability
Create Suitable Living Environment	X		
Provide Decent Affordable Housing			
Create Economic Opportunities			

***City of Lowell FY 2011-12  
HOPWA Grant Application***

***Internal Use Only***

Date Received:

Proposal #:

**A. Contact Information**

<b>Organization:</b>	<b>Contact:</b>
<b>Project Name:</b>	<b>Title:</b>
<b>Project Location:</b>	<b>Mailing Address:</b>
<b>Phone/Fax:</b>	<b>Expected Completion Date:</b>
<b>Amount of Request:</b>	<b>Email:</b>

**Signature:**

**Please Identify the Type of Organization Applying for Funds** (Note: More than one may apply)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> 501.c3                   | <input type="checkbox"/> For-profit authorized under 570.201(o) | <input type="checkbox"/> Unit of Government |
| <input type="checkbox"/> Faith-based Organization | <input type="checkbox"/> Institution of Higher Education        |   |

**DUNS #:**

**Expiration Date for current CCR Registration:**

(Note: All entities receiving federal assistance are required to have a DUNS # and have an active CCR registration. Please review instructions on page 4 for more information.)

**B. Project Description (Refer to Sect. 3 for instructions)**

**1. Project Description:**

**2. Consolidated Plan Goals and Objectives (Choose from the list in Sect. 2.2):**

**3. Proposed Activity Type: (Choose only one per proposal)**

- |  |   |
|--|---|
| <input type="checkbox"/> Facility-based Housing Development            | <input type="checkbox"/> Supportive Services          |
| <input type="checkbox"/> Facility-based Housing Operations             | <input type="checkbox"/> Permanent Housing Placement  |
| <input type="checkbox"/> Short-term Rent, Mortgage, & Utility Payments | <input type="checkbox"/> Housing Information Services |
| <input type="checkbox"/> Tenant-Based Rental Assistance                | <input type="checkbox"/> Resource Identification      |
| <input type="checkbox"/> Facility-based Non-Housing                    | <input type="checkbox"/> Technical Assistance         |

**4. Geographic Distribution of Activities:** (Identify the region of Middlesex County the proposed project will serve)

**C. Attachments**

**The following attachments must accompany this proposal:**

- Project Narrative (Attachment A)
- Budget Description Form (Attachment B)
- Measuring Accomplishments Table (Attachment C)
- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy of agency's most recent approved indirect cost allocation plan

**PRINT THIS FORM AND ENCLOSE WITH THE REQUIRED ATTACHMENTS AND MAIL OR HAND DELIVER IT TO THE FOLLOWING ADDRESS**

City of Lowell, Division of Planning and Development  
Attn: Emily Currier  
JFK Civic Center, 50 Arcand Drive  
Lowell, MA 01852

**Attachment A: Project Narrative**

*Based on the evaluation criteria identified in Section 4.2, use the space provided to describe the proposed project.*

**Attachment B: Budget Description**

*Please provide a complete project budget that lists all proposed expenses and funding sources. Grant recipients & the City will have an opportunity to create a more detailed budget upon notification of the project's acceptance.*

**A. Proposed Budget.**

*For supportive service activities please list the type of services that will be provided.*

<b>DESCRIPTION</b>	<b>HOPWA Funds Requested</b>	<b>Other Funding*</b>	<b>Total Proposed Budget</b>
Utilities			
Repairs/Maintenance			
Office Supplies			
Direct Rental Assistance			
Fringe			
Salaries (List Relevant Positions)			
Other:			
Total Project Costs:			
Admin/Indirect Costs (max. 7% of total Project Costs)			
<b>TOTAL PROPOSED BUDGET:</b> (Total project costs + admin costs)			

\* Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include HOPWA amounts requested in this application)

<b>Funding Source:</b>	<b>Amount:</b>	<b>Committed or Pending?</b>
Other Federal:		
State:		
Local:		
Private:		
Total:		

### Attachment C: Measuring Accomplishments Table

<b>NEED STATEMENT</b> Description of Need to be Addressed	<b>GOAL</b> Proposed goals to reduce extent of problems or needs	<b>INPUTS</b> Resources to be dedicated or utilized to meet proposed goals	<b>ACTIVITIES</b> What the program does with the inputs to fulfill its mission	<b>OUTPUTS</b> Direct products of program activities	<b>OUTCOMES</b> ST (Short Term) LT (Long Term) Benefits resulting from the program

Please indicate the number of outputs expected in FY 2011-2012

**Table C2: Nationally Reportable Outputs**

1) Households Assisted:		2) Persons Served:	
-------------------------	--	--------------------	--

**Table C3: Nationally Reportable Outcomes**

	Availability/ Accessibility	Affordability	Sustainability
Create Suitable Living Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide Decent Affordable Housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Economic Opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>